SOUTHERN ILLINOIS
UNIVERSITY LIBRARY

SOUTHERN ILLINOIS
UNIVERSITY LIBRARIES
CARBONDALE

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

Vol. XIII, No. 1 FACULTY BULLETIN September 30, 1946

Issued from the Office of Chester F. Lay, President

WELCOME TO THE FACULTY

* * * *

FACULTY BULLETIN

* * * *

NEW FACULTY MEMBERS

* * * *

MIMEOGRAPH EQUIPMENT

* * * *

TEACHING LOADS

* * * *

RESEARCH POLICY

* * * *

SELECTIVE SERVICE FOR FACULTY MEMBERS

* * * *

PREPAID TRANSPORTATION CHARGES

* * * *

STUDENT ASSEMBLY

* * * *

PAPER SHORTAGE

* * * *

N 24 11374

SF3
F1
v. 13
cop. 2

WELCOME TO THE FACULTY

At the beginning of what promises to be one of our most exciting, strenuous and difficult years, let me welcome back to the campus the largest and most capable staff in Southern's history. It is still growing daily as we try to find people capable of teaching the additional sections needed by our huge freshmen class.

In spite of staff shortages, textbook shortages, and space shortages, I am counting upon the ingenuity and good will of everybody to make the year ahead a great success.

* * * *

FACULTY BULLETIN

The Faculty Bulletin is the special medium through which the President makes known to the faculty declarations of policy, announcements of important events, and information of value to the staff of the University. All faculty members are asked to read it carefully and to act promptly upon any directives it may contain.

Any announcements submitted for publication in the Faculty Bulletin should be submitted over the name of the person authorized to make the announcement and should be as accurate and complete as possible in form and in the details included.

* * * *

NEW FACULTY MEMBERS

We shall shortly compile and list the new faculty members, a number of whom have been added to the staff within the last week. In the meantime, newcomers are requested to observe the following instructions in order to expedite the details of their employment:

1. All newly employed faculty members should report to the Business Office to fill out tax exemption and PR-2 forms. Since the September payrolls have already been prepared, those who were not able to take care of this until comparatively late in the month should know that their checks for September will not reach them until the end of October. In other words, both their September and October salaries will be placed on the October payroll.

2. All faculty members between the ages of 30 and 55 inclusive, who are not on short term appointments, are expected to participate in the University Retirement System. Those under 30 may participate if they so desire. For participation, a physical examination is required. This examination should be scheduled at the earliest possible moment through the Business Office and the University Health Service.

3. All new faculty members are requested to leave their Carbondale addresses and telephone numbers with Mrs. Pitkin in the President's Office at their earliest convenience.

* * * *

MIMEOGRAPH EQUIPMENT

In view of the shortage of textbooks and the large number of students, there will probably be extraordinary demands upon the University's Duplicating Services. Dean Henry J. Rehn, Supervisor of these services, requests that all Departments having mimeograph equipment of their own send him a memo to that effect so that in emergencies he may appeal for its use on a temporary basis.

* * * *

TEACHING LOADS

It now seems obvious that all of the facilities of the University will be heavily taxed to take care of the number of students who wish to enroll during the present school year. As a result, it has been necessary to lengthen the teaching day, and to make use of evenings and Saturday forenoons.

It seems also fairly certain now that the faculty will be somewhat understaffed to take care of this enrollment. Therefore, in accordance with current practices which have been approved by the North Central Association, each faculty member will be expected to carry a larger teaching load during the present emergency. Under the circumstances, we naturally assume that this is acceptable to each member of the staff, but if there are any who desire to raise questions about their loads, they are asked to confer with the President.

This is a temporary expediency to take care of the unusual demands now being made on the University. As a long term policy, however, we favor adjusting the teaching load in consideration of administrative assignments, research, graduate teaching, and under certain conditions off campus teaching. Any reduction in the normal teaching load of a faculty member must have approval in advance from the Departmental Chairman, the college Dean, and the President.

* * * *

RESEARCH POLICY

It is the general policy of the University to encourage research and to grant time and financial aid to faculty members making contributions to knowledge, more particularly, knowledge of the region with which we are identified.

All who are interested in obtaining help from the University for doing research should apply for blanks for research grants from Dr. Charles D. Tenney, Administrative Assistant to the President.

These applications will receive the most careful consideration from Departmental Chairmen, the Deans, and the President. Any requests for reduced teaching loads for the purpose of carrying on research should be addressed directly to the President.

During this period of expanding enrollment, our major emphasis must be on classroom teaching, but wherever possible, we shall continue to encourage worthwhile research.

* * * *

SELECTIVE SERVICE FOR FACULTY MEMBERS

The following excerpts from Emergency Bulletin No. 33 of the American Council on Education, Selective Service released on August 23, 1946, a revised statement of policies and procedures governing the occupational classification of registrants, ages 19 through 29, are quoted for the information of our faculty members:

"Part III - No. 3. Classification policies. Local Boards will give the most serious consideration to the occupational deferments of registrants engaged in the specialized technical and scientific fields set forth in Part IV of this memorandum.

"Part IV - No. 1. Advanced studies in the physical sciences and engineering. Registrants accepted by an accredited college or University for a Master's or Doctor's degree in the physical sciences or engineering will be certified by the Office of Scientific Research and Development to the Director of Selective Service.

"No. 2. University research in the physical sciences or engineering. Registrants employed by or attached to the staff of an accredited college or University for research in the physical sciences or engineering will be certified by the Office of Scientific Research and Development to the Director of Selective Service.

"No. 3. Submission of information in certain cases. Any registrant who wishes to be certified under the provisions of paragraphs 1 and 2 above, must present to the Office of Scientific Research and Development, 1530 P Street, N. W., Washington 25, D. C., the following documents in triplicate:

(a) A notarized statement of his intention:

(1) To undertake graduate studies leading to a Master's or Doctor's degree in the physical sciences or engineering; or
(2) To undertake advanced research in the physical sciences or engineering.

(b) A statement from an accredited college or University signed by a responsible official of the college or University, indicating that the registrant:

(1) Has been accepted as a candidate for a Master's or Doctor's degree in the physical sciences or engineering; or
(2) Is to be employed by or attached to the staff of the college or University for research in the physical sciences or engineering.

(c) A statement showing the registrant's name, address, age, Selective Service local board number and address, classification, and educational qualifications.

"No. 4. Industrial and foundational research in the physical sciences or engineering. Scientific personnel necessary to and engaged in basic research in the physical sciences or engineering in the employ of laboratories not connected with colleges or Universities, and scientific personnel in industry who are not engaged directly in production, will be certified

by the Office of Scientific Research and Development to the Director of Selective Service. Employers will submit Form 42A (Special-Revised) in triplicate, in each individual case to the Office of Scientific Research and Development for certification.

"No. 5. Teachers. Teachers employed by an accredited college or University will be certified by the United States Office of Education to the Director of Selective Service. Employers will submit Form 42A (Special-Revised) in triplicate, in each individual case, to the United States Office of Education, Temporary Building "M", 26th and Water Streets, N. W., Washington, D. C."

* * * *

PREPAID TRANSPORTATION CHARGES

The Business Manager reports that he has observed that shipments of supplies and materials chargeable against Student Activity Funds and Student Organization Funds usually are shipped transportation charges collect. In most cases this results in the transportation charges being added by the transportation agency to the general transportation account of the University. Since such charges are not proper charges against state appropriations, it is necessary for the Business Office to analyze the invoice voucher submitted to us by transportation agencies, and request that the transportation agency prepare a new invoice to be submitted to the Fiscal Officer of the activity fund or organization fund against which the invoice is chargeable. All of this results in additional work for the transportation agency, the Business Office, and the Fiscal Officers. This extra work on the part of all concerned could be entirely eliminated if the Fiscal Officers would simply request that deliveries be made transportation charges prepaid with such charges being added to the invoice. This would make possible the approval at the same time of the charges for both merchandise received and transportation charges applicable thereto.

Aside from the saving of time in the handling of invoices, there are other distinct advantages of purchasing under terms f.o.b. destination which every Purchasing Agent well understands.

Cooperation on the part of all Fiscal Officers of student activity funds and student organization funds is requested, and will be very much appreciated.

* * * *

STUDENT ASSEMBLY

The assembly period ends at the completion of the program, even though it may run over into the eleven o'clock class. Students should not be directed to leave the assembly before its close, or to absent themselves from assembly without prior approval of the President's Office. No classes should meet during the assembly hour.

For the present, Freshmen only are required to attend assembly. Plans will be worked out by which the upperclassmen can attend assembly subject to special call or on a voluntary basis.

* * * *

PAPER SHORTAGE

The Business Manager informs us that the State Superintendent of Printing has put us on notice concerning the shortage of paper. We are, therefore, requesting all faculty members to cooperate in saving paper wherever possible. Because of the scarcity of school letterheads and envelopes, it is suggested that communications between members of the staff be put on plain paper.

* * * *

CAMPUS SMOKING

All members of the staff are asked to observe the seventy-five year old tradition of no smoking on the campus except in the lounges specifically designated for that purpose. The students have been requested to help us in keeping the campus and buildings clean, and in avoiding the fire hazard of smoking. Obviously we should not expect of them what we are not willing to do ourselves.

* * * *

ELECTION FOR AIRPORT AUTHORITY

All members of the faculty, in fact all eligible voters in Carbondale and Murphysboro townships and Sections 31 and 32 in DeSoto township, are reminded that the election for the creation of an airport authority will be held Monday, September 30th. The voting place for Carbondale township is Vogler's Garage. The other voting places are the Jackson Country Club and the Court House in Murphysboro.

* * * *

QUESTIONNAIRE FOR RELIGIOUS EMPHASIS WEEK

At the request of the YMCA, the YWCA, and the Religious Foundations, and upon recommendation of the Advisory Council, I have approved the distribution of a questionnaire to determine what matters students would like to have discussed during Religious Emphasis Week, November 3rd to 8th. Teachers of ten o'clock classes on Wednesday, October 2nd, may use class time for this purpose if they so desire. No student, however, should be compelled to answer the questionnaire, and the class time taken for it should be as short as possible.

* * * *

SALARY SCHEDULE

Copies of the recently revised Salary Schedule are being circulated with this issue of the Faculty Bulletin. Any regularly employed member of the faculty who does not receive a copy may apply for one at the President's Office.

* * * *

Office of the President October 2, 1946

To the Faculty:

An important meeting involving all veterans will be held in the Auditorium at 12:30 on Friday, October 4. It is possible that these veterans will be a few minutes late to their one o'clock class. Will you please excuse the absence of any veteran coming into your class prior to 1:15 on the above date?

Charles D. Tenney
Administrative Assistant
to the President

mm

Office of the President October 14, 1946

SPECIAL BULLETIN

IMPORTANT MEETING OF ALL VETERANS

Faculty members are requested to read the following notice to their classes:

All student veterans under Public Law 346 are requested to meet in Shryock Auditorium at 12:30 PM, Wednesday noon, October 16th. The purpose of the meeting is to fill out a special employment form for the Veterans Administration. If this form is not filled out, the Veterans Administration will not forward subsistence payments after January 1st. The veterans should know their claim numbers when they appear at the meeting.

Charles D. Tenney
Administrative Assistant
to the President

CDT:ag

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

Vol. XIII, No. 2 **F A C U L T Y B U L L E T I N** October 18, 1946

Issued from the Office of Chester F. Lay, President

DINNER FOR RETIRING FACULTY MEMBERS

MEETING OF THE A A U P

ALL-FACULTY PARTY

CONCERT FOR RUBINOFF

ASSEMBLY LECTURE

NEW UNIVERSITY POST OFFICE

FEDERAL ADMISSION TAXES ON STUDENT ACTIVITIES

GROUP HOSPITAL SERVICE

ADDITIONAL TRAVEL ALLOWANCE

CORRECTIONS FOR ANNUAL CATALOG

CHILD GUIDANCE CLINIC

MEETINGS UPSTATE

DINNER FOR RETIRING FACULTY MEMBERS

A Faculty Dinner, honoring the three retiring Faculty members, Miss Florence Wells, Mr. C. C. Logan, and Dr. William Bailey, is being held at the University Cafeteria on the evening of October 18th, at six-thirty o'clock. All Faculty members are cordially invited to attend.

* * * *

MEETING OF THE A A U P

Miss Helen Narber, Secretary of the American Association of University Professors, announces a six o'clock dinner-meeting of the Association at the Cafeteria Monday evening, October 21st. Dr. Robert McNicoll, Associate Professor of Latin American Culture, will be the speaker.

* * * *

ALL-FACULTY PARTY

Miss Helen A. Shuman, Dean of Women, has requested the inclusion of the following announcement:

"Circle the date Friday, November 15, on your calendar. Reserve it for an All-Faculty Party. Details will be sent you later by way of the faculty mail. If you don't hear more about the party, ask the Social Committee."

* * * *

CONCERT FOR RUBINOFF

There will be a special assembly Tuesday, October 29th, at which Rubinoff the Violinist, will appear. Classes which ordinarily meet at ten o'clock Tuesday morning will meet instead on Thursday, October ~~24th~~ 31st, since there will be only one assembly that week.

There is also an afternoon concert by Rubinoff for students who are not able to attend the assembly performance. As recommended by the Advisory Council, faculty members and students may decide whether classes from three o'clock on are to be dismissed for this afternoon concert. This will be of interest to Sophomore, Junior, and Senior classes especially. Tickets will be on sale at the door.

* * * *

ASSEMBLY LECTURE

Dr. Channing Liem will be the speaker at the student assembly, ten o'clock Thursday morning, October 24th. He was born in Korea, attended the traditional Confucian school and later entered modern Christian schools in China. In 1930, he came to America and studied at Lafayette College, Bucknell University, and Princeton University, where he received his M.A. and Ph.D. He has served as part-time assistant at the School of Public and International Affairs of Princeton University, and has delivered lectures and conducted forums at many Universities. He will lecture on Far Eastern affairs in general, and on the problem of Korea in particular. All faculty members are welcome to the assembly to hear Dr. Liem's address.

* * * *

NEW UNIVERSITY POST OFFICE

Beginning Monday, October 14, 1946, all mail is being delivered to the new University Post Office, located in the old receiving room, first floor, southeast corner of the Parkinson Laboratory. Members of the University staff will find in their old Post Office boxes in the Business Office a letter containing the number of their new box as well as the new combination number.

The University Post Office will be open from 8:00 AM until 12:00 PM and 1:00 PM until 4:30 PM each working day except Saturday afternoon.

State-perforated stamps to be used for State business will be distributed from this Post Office, and unperforated stamps will be sold for private use. Instructor's class record books as well as University stationery may also be obtained at the Post Office. The Post Office will weigh and stamp all out-going State mail left at the Post Office, and will also deliver to the downtown Post Office at the end of each working day all out-going mail deposited there.

* * * *

FEDERAL ADMISSION TAXES ON STUDENT ACTIVITIES

The Business Manager reports that certain activities are being held on the campus by student organizations for which admission charges are collected without arrangements being made with the Bursar for the printing of tickets and the preparation of financial statements pertaining thereto.

The Business Manager has an arrangement with the Collector of Internal Revenue whereby Federal admission taxes are collected by the Bursar with remittance being made to the Collector of Internal Revenue by the Business Manager upon the preparation of consolidated tax returns. This arrangement includes all activities sponsored by the University proper as well as all student organizations which maintain accounts with the Business Office. Student organizations which sponsor taxable activities and which do not have an account in the Business Office must make their own arrangement for the collection and payment of admission taxes.

Since the Business Office is responsible for the collection and remittance of admission taxes for all activities sponsored by the University and activities sponsored by student organizations maintaining accounts in the Business Office, it will be necessary for the student fiscal officers of such organizations to clear fiscal procedures with the Bursar for all taxable activities. The faculty fiscal officers of both student organization funds and student activity funds as well as the personnel deans can assist greatly in avoiding instances of unintentional evasion of taxes by relaying this information to students charged with the fiscal responsibility for taxable activities. Your cooperation will be appreciated.

* * * *

GROUP HOSPITAL SERVICE

More than 100 of the faculty and employees of the University belong to the Blue Cross Hospital Service of St. Louis. This note is for new employees of the University, who may wish to join during the first month of their employment.

Monthly charges are as follows:

Individual employee	$0.75	per month
First dependent	.50	per month
All additional dependents (not each)	.25	per month
Entire family	$1.50	per month

The $1.00 enrollment fee must accompany each original application.

Other faculty members and employees may join at the anniversary date, which means that they may sign up before December 15, 1946, in order for their service to begin February 14, 1947. Those interested in enrolling should secure enrollment cards from Mr. David S. McIntosh, Associate Professor of Music.

* * * *

ADDITIONAL TRAVEL ALLOWANCE

The Business Manager has received the following letter from the Director of Finance regarding additional travel allowances:

"The Department of Finance recognizes the uncertainties existing today as they affect the costs of meals and lodging for those who travel in connection with State Business.

"To help meet this situation the Department of Finance will approve over-all allowances of $1.00 per day increases on all three city classifications as set forth in the rules and regulations covering the preparation of travel accounts payable from State funds.

"Auto mileage will be approved at the rate of 5 cents per mile.

"This increase will be approved commencing October 1, 1946.

"The over-all allowance of $1.00 per day applies to the total amount expended for meals and lodging, that is, reimbursement of expenditures can be obtained for an amount of $1.00 in excess of the total amount originally allowed for both meals and lodging."

* * * *

CORRECTIONS FOR ANNUAL CATALOG

All faculty members are requested to call to the attention of Miss Shank or Dr. Tenney any errors of typography, fact, or omission in the Annual Catalog so that they can be corrected in the next issue.

* * * *

CHILD GUIDANCE CLINIC

The Fall term clinical meeting of the Child Guidance Clinic of the University and the Illinois Institute for Juvenile Research, will be held Wednesday and Thursday, October 23rd and 24th. Dr. Sophie Schroeder and Mrs. Eadith Morales from Chicago will serve as the consultants. The diagnostic studies are made in the morning, and in the afternoon cases will be staffed and recommendations made.

In addition to this staffing there will be two special seminars, each scheduled for four o'clock on the afternoon of Wednesday and Thursday. The staffing will be held in Room 101, Main Building, and the seminars in the Little Theater. Copies of the complete schedule will be found on the campus bulletin boards.

* * * *

MEETINGS UPSTATE

During the past week your President has attended the Centennial Services at MacMurray College, studied certain aspects of teacher education at "Old Normal", and attended the Fall meeting at DeKalb of the Teachers College Board and the Presidents. Mr. Alexander attended the MacMurray events, and Mr. Miles the Board Meeting.

You would have been gratified and encouraged to hear, as we did, expressions of keen interest in and commendation for Southern's work, as stated by representatives of Colleges and Universities far and near.

Chester F. Lay
President

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

Vol. XIII, No. 3 FACULTY BULLETIN November 13, 1946

Issued from the Office of Chester F. Lay, President

THANKS FROM MR. AND MRS. LOGAN

* * * *

COMMUNITY CHEST

* * * *

PUBLICATIONS POLICY

* * * *

DELAYED DELIVERIES OF MATERIALS AND SUPPLIES

* * * *

CONTRIBUTIONS TO THE FACULTY FUND

* * * *

NOVEMBER FACULTY MEETING

* * * *

THANKS FROM MR. AND MRS. LOGAN

Mrs. Evelyn Rieke, Assistant Professor in University High School, has had a letter from Mr. and Mrs. C. C. Logan at Bainbridge, Ohio, expressing their regret at missing the dinner in honor of retiring faculty members. They requested Mrs. Rieke to thank the faculty for the box of candy sent to Mrs. Logan.

* * * *

COMMUNITY CHEST

The faculty committee in charge of the Community Chest Drive on the campus was headed by Mrs. Julia Neely. Serving with Mrs. Neely were Miss Dorothy Davies, Miss Thelma Lynn, Miss Susie Ogden, Mrs. Madeleine Treece, Mr. William Marberry, and Dr. J. W. Neckers. The committee is to be congratulated for its unselfish services in carrying on this drive.

* * * *

PUBLICATIONS POLICY

A clarification of the publications policy of the University seems to be in order. Faculty members and students who propose new publications to go out under the auspices of the University, or any of its agencies, should know that there is a "New Publications Committee", under the Chairmanship of Miss Winifred Burns, which is responsible for entertaining proposals for new publications and making recommendations concerning them to the President. The Committee also provides editorial assistance, advice on format, and proof-reading, all of which insure that publications representing the University conform to its standards of style and format.

On the mechanical side, the Duplicating Service, embodying the Mimeographing and Davidson Machine Offices, can handle certain local publications. Others must be handled through appropriate State requisitions.

Copy for all publications sent out by the University and its agencies should have the recommendation of the New Publications Committee and the approval of the President's Office before being duplicated or printed. This statement, of course, does not cover any syllabus, book list, or examination which is duplicated for purely instructional purposes.

* * * *

DELAYED DELIVERIES OF MATERIALS AND SUPPLIES

Mr. Edward V. Miles, Jr. Business Manager, has submitted the following notice for the information of the faculty:

"Our Purchasing Agent, Miss Beach, who recently attended a group meeting of the Educational Buyers' Association, tells us that the President of the Educational and Institutional Cooperative Service has warned all educational buyers that orders for paper and bookstore supplies should be prepared immediately if deliveries are to be obtained for the Fall of 1947.

"He stated also that deliveries on orders for furniture cannot be expected before fourteen months after date of orders."

* * * *

CONTRIBUTIONS TO THE FACULTY FUND

Mrs. Julia Neely, Secretary of the Faculty, has submitted the following notice:

"The Faculty Fund is rather low at present; so contributions should be paid at the Business Office at your early convenience.

"New members may like to know the purpose of the fund. Through it, flowers are sent to bereaved families, and birthday messages are sent to emeritus and emerita professors, in the name of the faculty. The gifts presented at the recent dinner for retiring members came from this fund.

"The sum assessed is one per cent of one month's salary. Thank you for looking after this matter."

* * * *

NOVEMBER FACULTY MEETING

The faculty meeting for the month of November will be held in the Little Theater at three o'clock, Thursday afternoon, November 14th, with the Department of Agriculture as hosts at the tea.

* * * *

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

Vol. XIII, No. 4 F A C U L T Y B U L L E T I N November 25, 1946

Issued from the Office of Chester F. Lay, President

FINAL EXAMINATION SCHEDULE

* * * *

REGISTRATION FOR WINTER TERM

* * * *

THANKSGIVING VACATION

* * * *

STUDENT HELP TIME SHEETS

* * * *

FINAL EXAMINATION SCHEDULE

Fall 1946

Tuesday, December 3

8 o'clock classes	8:00
12 o'clock classes	11:00
4 o'clock classes	2:00

Wednesday, December 4

9 o'clock classes	8:00
*Math. 106	11:00
1 o'clock classes	2:00

Thursday, December 5

10 o'clock classes	8:00
*Hist. 101	11:00
2 o'clock classes	2:00

Friday, December 6

11 o'clock classes	8:00
3 o'clock classes	1:00

*All beginning students in the Department

All examinations will begin at the hours scheduled above and will run for two clock hours, except for classes that meet only two hours a week. Examinations for these will begin at the end of the two hour examinations and will run for one clock hour. This arrangement is necessary to dovetail three and two hour courses that meet at the same period.

* * * *

REGISTRATION FOR WINTER TERM

Upon recommendation of the Committee on Admissions, Registration, and Scheduling and the Advisory Council, I have approved two days of registration, Monday and Tuesday, December 9 and December 10, for the Winter term registration. For the information of student counsellors and others, the registration schedule is given below:

Monday, December 9th

8:00 AM	T-Z	Inclusive
9:15 AM	A-B	Inclusive
10:30 AM	C-E	Inclusive
1:00 PM	F-H	Inclusive

Tuesday, December 10th

8:00 AM	I-Mc	Inclusive
9:15 AM	M-P	Inclusive
10:30 AM	Q-S	Inclusive
1:00 PM	Completion of Registration	

There will also be two days of registration for the Spring term, Monday and Tuesday, March 24 and March 25. Each term, instruction will begin on the Wednesday following registration, except for Tuesday night classes, which will begin on Tuesday of registration week.

* * * *

THANKSGIVING VACATION

The Thanksgiving recess will be from November 28th to December 1st, inclusive. All offices on the campus will be closed Thursday, Friday, and Saturday of Thanksgiving week, and any classes meeting these days will be excused.

* * * *

STUDENT HELP TIME SHEETS

The Business Manager has submitted the following important announcement:

"If past experience can be utilized as a barometer for future experience, the University will receive a request to submit December payrolls early in order that warrants may be issued for delivery before Christmas.

"If all payrolls are to be sent to Springfield early in December, it will be necessary for the Business Office to complete the student help payrolls covering November services for forwarding to Springfield not later than December 3. This means that student help time sheets covering November services must be submitted to the Business Office just as soon as possible in November. Inasmuch as the Thanksgiving recess begins at the close of business on Wednesday, November 27, it is entirely possible for the instructional departments, and in all probability many of the administrative offices, to turn in student help time sheets not later than noon, November 26, covering services rendered in November. Certainly it would be possible to estimate the time of students who are expected to be employed between November 26 and the close of the month.

"At any rate the Business Office is setting up the following schedule for the preparation of payrolls in order that they may be forwarded to Springfield in sufficient time for the issuance and delivery of warrants before Christmas:

(1) November 20 to November 26 - preparation of faculty payroll

(2) November 27 to December 3 - preparation of student help payrolls

(3) December 4 to December 10 - preparation of employee payrolls

"If the Business Office can obtain the necessary data for the preparation of these payrolls on the beginning dates indicated, we feel quite certain that warrants will be issued for delivery before Christmas."

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

Vol. XIII, No. 5 FACULTY BULLETIN January 10, 1947

Issued from the Office of Chester F. Lay, President

JANUARY FACULTY MEETING

* * * * *

LOST ARTICLES

* * * * *

CARE OF POSTAGE STAMPS

* * * * *

NOTE CARDS AVAILABLE

* * * * *

MANUAL OF STYLE

* * * * *

CUTS AND ABSENCES FROM CLASS

* * * * *

SUMMER TEACHING, 1947

* * * * *

FACULTY MEETING FOR JANUARY

There will be a meeting of the faculty at three o'clock on Thursday afternoon, January 14, in the Little Theater.

The Botany Department will be hosts at the tea with which the meeting begins.

Mr. Chuck Rust, editor of 1947 Obelisk, requests that members of various departments stay after the faculty meeting to have departmental pictures made for the 1947 Obelisk.

* * * * *

LOST: ONE PIANO BENCH
ONE COMPOUND MICROSCOPE
ONE KEYSTONE PROJECTOR

Dr. Dorothy Davies, Chairman of the Women's Physical Education Department, has notified us that a piano bench has been lost from their recreation room.

Dr. James W. Neckers, Chairman of Chemistry Department, states that a compound microscope is missing from the Chemistry laboratory, presumably borrowed by someone who did not obtain permission.

Miss Lulu D. Roach of the Art Department has reported the removal of a Keystone Projector from Main 203-A.

Anyone knowing the location of these items will please notify these persons.

All members of the faculty should take special care not to borrow equipment without permission of the Department Chairman. All staff members should help safeguard valuable items on the Department's inventory.

* * * * *

CARE OF POSTAGE STAMPS

Mr. Edward V. Miles, Jr., Business Manager, suggests a word of caution to members of the faculty concerning the care of State postage stamps. It has been reported that stamps have been stolen from one of the campus offices. State postage stamps should, of course, be used only for school business, and are perforated to identify them.

* * * * *

NOTE CARDS AVAILABLE

Miss Thelma Lynn of Wheeler Library staff has notified us that several boxes of 3"x5" discharged library call slips are available. They are blank on one side and are handy for making notes. If any member of the faculty would like to have some of these slips, he should get in touch with Miss Lynn.

* * * * *

MANUAL OF STYLE

Miss Winifred Burns, Chairman of the New Publications Committee, has requested the insertion of the following notice:

"In order that there may be some uniformity in the publication of manuscripts published by the University, the method proposed in the Manual of Style, Chicago University Press, for the publication of manuscripts was adopted last year by the Publications Committee with the approval of the Administration. Several copies of this Manual are to be found in Wheeler Library.

"A simplified edition of this book is in pamphlet form prepared by Kate L. Turabian and called A Manual for Writers of Dissertations. Copies of this pamphlet are also in Wheeler Library. Members of the faculty who desire to own personal copies of this shortened form will find the pamphlet available in the University Bookstore for thirty cents."

* * * * *

CUTS AND ABSENCES FROM CLASS

At the request of the Student Life Deans, the following statements of University policy and practices are included for the information of members of the staff:

(1) Class attendance

(a) There is no specific number of cuts allowed a student in a given class. Attendance at all class sessions is expected but for the present insistence on attendance is subject to the discretion of the individual teacher. If, in the view of the teacher, the student is absenting himself so often as to endanger his scholastic standing in that class, the instructor will report the overcutting to the Dean of Men or the Dean of Women.

(b) Furthermore, when a student is absent from class three consecutive times, his absence must be immediately reported. Such notification is necessary to help the Deans locate and deal with students about whom the University must be concerned.

(c) Department Chairmen will see that attendance record books are kept. Faculty members will report the number of absences from class as well as grades on all interim and final reports.

(2) Excused absences

(a) If a student is absent from class because of illness, he is required to obtain from the Health Service and present to his teachers a readmittance permit.

To obtain this permit from the Health Service, the student or his householder should report the illness to the Health Service before 4:00 p.m. of the day on which the illness occurs.

(b) In any other situation justifying an excuse, the Dean of Men and the Dean of Women will issue, for the guidance of faculty members, an "excuse slip", usually with a statement of reasons for the student's absence from class.

(3) Absences on University business

A faculty member who wishes to take students on a study trip or to a conference should first clear with his Academic Dean, and then report the circumstances of the trip to the Dean of Men and the Dean of Women. If the trip entails the absence of a student from classes other than the teacher's own, the Dean of Men and the Dean of Women will prepare a form which the student must carry to the individual instructors to gain their consent for being absent from classes. This should be done before the student goes on the trip and prior to his gaining final approval for the trip. It is advisable for a faculty member taking students in his car or chartering a bus to insist (a) that students under twenty-one going on the trip have from parents permits for making the trip and (b) that such permits should state that neither he nor the University is responsible for accidents. These permits should be delivered to the Dean of Men or the Dean of Women before the trip starts. If the trip is in behalf of the whole University, the Dean of Men and Dean of Women will obtain these permits.

(4) Reporting students doing unsatisfactory work

At the end of the first six weeks of each term, faculty members are to report to the Dean of Men and the Dean of Women the names of all students doing either "D" or "E" quality work, together with number of absences. "Green cards" used for this purpose are sent out from the offices of the Dean of Men and the Dean of Women. Faculty members should arrange any necessary examinations in time to report such weaker students promptly at the end of the first six weeks.

* * * * *

Office of the President February 4, 1947

SPECIAL BULLETIN

FEBRUARY FACULTY MEETING

The faculty meeting for the month of February will be held in the Little Theater at three o'clock, Thursday afternoon, February 6th. The Department of Business will be hosts at the tea with which the meeting begins.

* * * * *

WANTED: TYPING PRACTICE PAPER

Dean Henry J. Rehn of the College of Vocations and Professions has submitted the following announcement:

"If you have obsolete mimeographed or printed forms, the reverse of which is clean and suitable for practice work in typewriting classes, please drop a note to Mr. Robert Steffes in the campus mail and someone will be sent for the paper."

* * * * *

SABBATICAL LEAVES

Any members of the staff who are interested in obtaining sabbatical leaves for the school year 1947-48 must address written applications to the President before March 1, 1947.

See Paragraph D-1 of the revised Salary Schedule for Illinois Teachers Colleges for the regulations governing sabbatical leaves.

* * * * *

* * *

*

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

Vol. XIII, No. 6 FACULTY BULLETIN March 4, 1947

Issued from the Office of Chester F. Lay, President

MARCH FACULTY MEETING

* * * * *

EXAMINATIONS FOR BASKETBALL PLAYERS

* * * * *

ABSENCES ON UNIVERSITY BUSINESS

* * * * *

IDENTIFICATION OF MIMEOGRAPHED MATERIALS

* * * * *

REPORTS TO THE PRESIDENT

* * * * *

1947 RED CROSS CAMPAIGN

* * * * *

MARCH FACULTY MEETING

The March meeting of the faculty will be held in the Little Theater Monday, March 10, 1947, at three o'clock in the afternoon. Faculty members who have classes at this hour should notify their students to report on Thursday at three o'clock instead. The Department of Chemistry will be hosts at the tea with which the meeting begins.

* * * * *

EXAMINATIONS FOR BASKETBALL PLAYERS

At the meeting of the Advisory Council on January 30th, it was decided that examinations for basketball players, who are going to Kansas City for the National Intercollegiate Basketball Tournament, might be given at any time during or after the eleventh week of the Winter Term that is convenient both to the instructor and the student. The players will be away from the campus on the scheduled examination dates.

* * * * *

ABSENCES ON UNIVERSITY BUSINESS

The following should replace the sentence in the statement on Cuts and Absences From Class in the January 10, 1947 Faculty Bulletin in Section 3, "Absences on University Business", beginning, "It is advisable for a faculty member.....":

"Any faculty member or student using a privately owned automobile or chartering a bus will determine (a) that students under twenty-one going on the trip have from parents permits to make the trip, and (b) that such permits should state that neither the owner of the privately owned automobile or the University will be held responsible for accidents that might occur."

This revision has been suggested so that the cars for students as well as for faculty members will be covered.

* * * * *

IDENTIFICATION OF MIMEOGRAPHED MATERIALS

Mimeographed material distributed from any campus office for general purposes should always be identified, carrying the date and the office from which the material originated.

* * * * *

REPORTS TO THE PRESIDENT

We should appreciate the cooperation of members of the faculty and administrative staff in the following matters concerning the handling of reports to the President:

1. All reports, particularly Committee reports or minutes, should be dated and signed by the person submitting them.

2. Materials submitted to the President for consideration or approval should be regarded as confidential until such time as they have become matters of fact or policy. It is requested that copies of such materials should not be published or duplicated for others than the President.

3. In reports to the President, it is desirable that those things which need particular emphasis should be somehow high-lighted. Particularly where action is desired there should be a clear statement as to the action requested.

* * * * *

1947 RED CROSS CAMPAIGN

The following notice has been submitted by Dr. William A. Pitkin, representing the Jackson County Red Cross for the University:

"The 1947 RED CROSS Campaign is now under way. Last year many of you responded generously; we did not, however, meet our quota. Please note that 65 per cent of the total raised will remain here for the use of the Jackson County chapter. The need locally is greater than last year. The Carbondale office handles on the average 255 cases monthly in which some actual financial aid is required. Please write your check payable to the American Red Cross, and place your contribution in the faculty mail or hand to SINU Chairman, William A. Pitkin. Of course, a personal canvass will be made if necessary."

* * * * *
* * *
*

TO THE FACULTY: MARCH 12, 1947

THE RED CROSS CAMPAIGN IS NOW UNDERWAY.

MANY OF YOU HAVE MAILED YOUR CHECKS AND THESE ARE GREATLY APPRECIATED.

THOSE OF YOU WHO HAVE NOT AS YET MADE A CONTRIBUTION HAVE DOUBTLESS BEEN DELAYED BY THE PRESSURE OF EVENTS IN THIS BUSY SEASON. YOUR CONTRIBUTION IS STILL WELCOME, AND --- IT IS NEEDED VERY GREATLY.

SOUTHERN'S TOTAL CONTRIBUTION WILL NOT COMPARE FAVORABLY WITH LAST YEAR'S EXCELLENT TOTAL UNLESS WE GET A BETTER COVERAGE OF THE WHOLE FACULTY. IF YOU CANNOT GIVE AS MUCH AS IN FORMER YEARS, PLEASE GIVE SOMETHING - EVERY BIT WILL HELP. GIVE NOW IF POSSIBLE, BUT GIVE SOMETIME.

SIXTY FIVE PER CENT OF THE FUNDS COLLECTED IN THIS DRIVE ARE RETAINED LOCALLY.

THE CARBONDALE BRANCH OF THE RED CROSS IS DOING A MAGNIFICENT JOB OF HANDLING ON THE AVERAGE OF 265 CASES PER MONTH --- THIS FIGURE COVERS ONLY THOSE CASES WHERE OUR LOCAL OFFICE MAKES A FINANCIAL OUTLAY, EITHER DIRECTLY OR INDIRECTLY. ALSO, PLEASE NOTE THAT THERE IS ONLY ONE PAID WORKER IN JACKSON COUNTY.

AS SOON AS POSSIBLE I WILL MAKE OUT A MEMBERSHIP CARD FOR EACH CONTRIBUTOR AND PLACE IT IN THE MAIL WITH THE USUAL INSIGNIA.

Signed,

Wm. A. Pitkin
S.I.N.U. Representative of
the Jackson Cointy RED CROSS

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

Vol. XIII, No. 7 FACULTY BULLETIN March 24, 1947

Issued from the Office of Chester F. Lay, President

ILLINOIS EDUCATION ASSOCIATION MEETING, MARCH 28, 1947

* * * * *

SPEECH BY GENERAL DAVIS

* * * * *

PRINTING REQUISITIONS

* * * * *

SCRAP PAPER FOR PRACTICING TYPING

* * * * *

UNITED STATES GOVERNMENT PUBLICATIONS

* * * * *

WORK ORDERS FOR THE PHYSICAL PLANT

* * * * *

THE ILLINOIS NATIONAL GUARD AND ILLINOIS NAVAL MILITIA

* * * * *

DEPARTMENTAL REQUESTS FOR ADDITIONAL APPROPRIATIONS

* * * * *

ILLINOIS EDUCATION ASSOCIATION MEETING, MARCH 28, 1947

The annual spring meeting of the Illinois Education Association will be held on our campus Friday, March 28, 1947. All classes will be dismissed on this day so that faculty members and students will be able to attend the various meetings on the program. Faculty members will please announce this to their classes.

It is highly desirable that members of our teaching staff should be members of the Association. You are therefore urged to call at the Business Office to enroll in the I.E.A. before March 28th.

* * * * *

SPEECH BY GENERAL DAVIS

Mr. A. D. Brubaker, Secretary of the Carbondale Business Men's Association, has called to our attention the fact that General Robert W. Davis will talk on "Commercial Journalism" at the next meeting of the Association on the evening of Monday, April 7th, at six-thirty o'clock in the University Cafeteria.

Mr. Brubaker has extended an invitation to all faculty members to hear General Davis. Places should be reserved in advance by phoning Mr. Brubaker at 267.

* * * * *

PRINTING REQUISITIONS

The Business Office has suggested the inclusion of the following statement received from the Superintendent of Printing:

"Due to the critical conditions in the paper and office supply markets we cannot accept any printing requisitions after June 14, 1947, which are payable from the present appropriations. Completed copy must also accompany the requisition for all printed pamphlet or book work.

"This schedule must be maintained so that deliveries may be completed and all orders cleared for payment before September 30, 1947.

"Please anticipate your needs accordingly."

Members of the staff concerned with requisitioning printing should note this carefully.

* * * * *

SCRAP PAPER FOR PRACTICING TYPING

The Department of Business wishes to thank faculty members for their response to the recent request for scrap paper for typing students. Any persons or departments still having such paper to dispose of should inform Mr. Robert A. Steffes.

* * * * *

UNITED STATES GOVERNMENT PUBLICATIONS

We now have an opportunity to obtain for the library and for our administrative offices free copies of United States Government Publications in amounts greater than ever before. If any offices or departments of the University desire such publications, lists of them should be sent to the President's Office so that a special request for them can go out.

* * * * *

WORK ORDERS FOR THE PHYSICAL PLANT

The following announcement has been submitted by Dr. William Neal Phelps, Acting Director of the Physical Plant:

"The chairmen of all departments on the campus have been sent pages of mimeographed blanks on which requests for service from the Physical Plant Department should be written. Faculty members who desire service from the Physical Plant Department are requested to write out their requests on the blanks, have the chairman of their departments sign these requests, and drop the blanks into the campus mail, addressed to Dr. W. N. Phelps, Acting Director of the Physical Plant. Your request will be honored if at all possible, but the Physical Plant Department serves the whole University and in doing so must necessarily decide priorities of requests. In case of an emergency, the faculty member should call 407-K for immediate service.

"The Director of the Physical Plant wishes to thank the faculty members for their cooperation and fine attitude in the past, and to assure them that every effort will be made to serve them in the most efficient manner possible in the future."

* * * * *

THE ILLINOIS NATIONAL GUARD AND ILLINOIS NAVAL MILITIA

For the information of our faculty members, we are quoting the body of a letter from Governor Dwight H. Green to Mr. Frank G. Thompson, Chairman of the Teachers College Board, a copy of which has been sent us:

"The greatly expanded Post-War National Guard and Illinois Naval Militia are in the process of reorganization and will undergo the first field training directed by the War and Navy Departments this summer.

"The policy is hereby established that State employees who are members of the Illinois National Guard or the Illinois Naval Militia will be authorized military leave to attend field training or training cruises, without loss of pay or prejudice to their vacation, provided this field training period occurs during the time they remain in the employment of the State and are properly excused for this duty by the head of the Department."

* * * * *

DEPARTMENTAL REQUESTS FOR ADDITIONAL APPROPRIATIONS

All department chairmen and heads of organizational units who desire to submit requests for additional budget appropriations should obtain forms from the Business Office and return them to the Business Manager for approval as to availability of funds.

Since the requests are relayed to the President for final approval and since questions sometimes arise concerning them, each request must be supported by, and clipped to, a signed statement justifying the need for additional funds.

* * * * *

Probes
Cartilage Knives

FACULTY BULLETIN

Issued from the
Office of Chester F. Lay
President

* *

Vol. XIII No. 8 April 28, 1947

FACULTY ADVISERS AND GENERAL EDUCATION REQUIREMENTS

* * * * *

REQUISITIONS

* * * * *

SPRING TERM EXAMINATIONS

* * * * *

GRADING SYSTEM

* * * * *

PROGRAM CHANGE CARDS

* * * * *
* * *
*

* *

SOUTHERN ILLINOIS NORMAL UNIVERSITY

CARBONDALE, ILLINOIS

FACULTY ADVISERS AND GENERAL EDUCATION REQUIREMENTS

The Graduate Appeals Committee, of which Dr. Douglas E. Lawson is Chairman, has requested that the following statement be inserted:

"Several students have appeared before the Graduation Appeals Committee and have asked to be excused from general education requirements, because they were either advised not to take a particular requirement or had not been advised to take it. In the future, the mere fact that a student has been misadvised will not be grounds for being excused from any general education requirement. The requirements as stated in the catalog will be adhered to unless other extenuating factors are involved."

This policy should reduce the number of requests for approval of deviation from the requirements, but it also places a responsibility upon faculty advisers to see that students take the required subjects as stated in the catalog.

* * * * *

REQUISITIONS

The following important notice to all members of the staff concerned with requisitioning equipment, supplies, and services has been submitted by the Business Manager:

"In order to expedite the issuance of orders for delivery the Business Office has hitherto followed the practice of using the unliquidated portions of certain authorizations to purchase, issued by the State Purchasing Agent, to cover certain emergency purchases for which no requisitions had been filed and to cover increases in actual cost over estimated cost as shown on requisitions so long as such authorizations were chargeable against the same state appropriation. In other words, the unused portion of an authorization issued for one commodity was used to purchase another commodity or to cover an increase in price of another commodity for which an authorization of an insufficient amount had been issued.

"We have now received definite instructions that vouchers will be passed for payment only when they carry authorizations issued for the specific items purchased. This means that we shall not be able to issue an order for delivery for an item the actual cost of which exceeds the estimated cost until a supplemental requisition has been filed and a supplementary authorization issued for the specific item to cover the difference between estimated cost as shown on the requisition and actual cost at the time of purchase.

"Since the requests submitted by members of our staff for supplies, equipment, and services are submitted four to six months in advance of actual purchase, it will be necessary that the estimated cost listed for items requisitioned be generous and sufficient to cover not only the actual cost at the time the requisition is submitted but also possible increases in prices during the four or five months following. If this is not done, the

issuance of orders will be delayed until such time as supplemental requisitions can be prepared and supplemental authorizations be received. Delays in issuing orders result in delays in delivery."

* * * * *

SPRING TERM EXAMINATIONS

A number of seniors and faculty members have made inquiries about the policy under which seniors are to be excused from final examinations. It should be noted that they can be excused from final examinations only for the specific purpose of attending senior class programs during Commencement Week. They are not excused from summer term examinations.

Every instructor is requested to follow the regular examination schedule and not to alter the time of his examinations except for urgent reasons, and then only after taking up the matter with the Dean of his College. Last term, complaints came in that students cut certain classes in order to attend examinations in other classes at unscheduled times.

* * * * *

GRADING SYSTEM

The attention of the faculty is called to the following statement of the grading system which will appear in the new catalog:

"Grades are expressed in letters as follows:

A, Excellent	5 grade points
B, Good	4 grade points
C, Fair	3 grade points
D, Poor, but passing	2 grade points
E, Failure, completed all work including final examination but failed	1 grade points
W, Course not completed. This is to be followed by a letter indicating the student's grade at the time of withdrawal. The number of weeks attended is indicated by number	0-5 grade points

"Any change of grade, such as completing a W, must be made within a year after the close of the term in which the course was taken. A fee of one dollar is charged for the completion of a course marked W, unless the student presents a certificate from the University physician. A complete record of all changes in grades appears on the official transcript. Students who for some reason must miss a final examination may not take the examination before the one regularly scheduled for the class. In this case, a W is recorded by the instructor, and the final examination may be taken at a later date, within one year."

* * * * *

PROGRAM CHANGE CARDS

Since there have been some misunderstandings concerning the use of the new Program Change Cards, it is requested that all faculty members acquaint their students with the following information:

"To add courses, to drop courses, to drop out of school officially after fees are paid a student must use a Program Change Card. If a student wishes to change his program, he obtains his cards and approval of the change from his Academic Dean. If he contemplates dropping out of school, he counsels with his Personnel Dean first.

"A student should understand that technically he is to be counted as a member of a class until such time as the instructor is notified of his drop by the presentation of the Program Change Card for the instructor's signature."

* * * * *

FACULTY BULLETIN

Issued from the
Office of Chester F. Lay
President

* *

Vol. XIII No. 9 May 20, 1947

ADVISORY COUNCIL MEETING

* * * *

MAY FACULTY MEETING

* * * *

OFF-CAMPUS PERMITS

* * * *

USE OF THOMPSON LAKE

* * * *

COMMITTEE AND DEPARTMENTAL REPORTS

* * * *

BULLETIN BOARDS

* * * *

FACULTY DUES

* * * *

RETIREMENT SYSTEM

* * * *
* *
*

* *

SOUTHERN ILLINOIS NORMAL UNIVERSITY

CARBONDALE, ILLINOIS

ADVISORY COUNCIL MEETING

The Advisory Council will meet in the President's Office at four o'clock, Wednesday afternoon, May 21.

* * * *

MAY FACULTY MEETING

It will be necessary to call the faculty meeting for May for three o'clock, Friday afternoon, May 23, in the Little Theater. The Education Department will be hosts at the tea with which the meeting begins.

* * * *

OFF-CAMPUS PERMITS

The attention of the faculty is called to Item 4 in the Statement of Policy on the back of the Notice of Faculty Position and Salary, concerning the arrangement of absences from the campus. It is requested that permits be submitted to the offices of the Deans and the President in ample time before the absences so that the necessary approvals can be obtained (four or five days except for cases of extreme emergency).

For all trips taken at State expense, brief reports should be submitted to the President's Office. These reports should contain any suggestions for the good of the school which may have been picked up at off-campus meetings or conferences.

* * * *

USE OF THOMPSON LAKE

Faculty members and students should know that although the Thompson Lake property has been acquired by the University, unfortunately the Lake is still leased to a private club, and only club members are permitted to use it. Naturally it is expected that the leasehold will be purchased during the coming biennium.

* * * *

COMMITTEE AND DEPARTMENTAL REPORTS

Chairmen of Departments and Committees, and Heads of other Divisions of the University, are reminded that annual reports of the work done by their agencies should be submitted to the President's Office by the beginning of the summer session, June 15, 1947. It will be appreciated if the summary is divided to show separately and last the needs for next year.

All reports should be titled, dated, and signed by those submitting them. In reports of individual Committee meetings, there should be a statement of those present and also of those absent.

BULLETIN BOARDS

The Physical Plant has been requested to keep all general bulletin boards free of out-dated notices. It will be appreciated if each of the Departments will periodically inspect its own bulletin boards, and tear down notices no longer needed. Department Chairmen having such boards are asked to report the fact to Dr. Charles D. Tenney, Administrative Assistant to the President, so that we may have a complete list of boards for which the Departments are responsible.

* * * *

FACULTY DUES

At the request of Mrs. Julia Neely, Secretary of the Faculty, the following reminder is inserted:

"A number of faculty members have not paid their contributions to the faculty fund for the school year 1946-47. The demands upon the fund have been unusually heavy. Please call at the Business Office and attend to the matter at your early convenience."

* * * *

RETIREMENT SYSTEM

Since we must report to the University Retirement System each year the names of all persons who seek benefits under it, the attention of all faculty members is called to the following statements from the University Retirement Act:

"Sec. 5.1 RETIREMENT ANNUITIES: (1) Any Participant whose employment by all Employers is terminated on or after the attainment of age 55, regardless of cause, shall be entitled to a Retirement Annuity beginning on the date specified by such Participant, in a written application therefor, provided: .....

(b) The Participant has attained at least the age of sixty (60), or has attained at least the age of fifty-five (55) and has been certified by both the Employer and the Board as being entitled to a Retirement Annuity.

(2) Any Participating Employee attaining the age of sixty-eight (68) shall be retired no later than the first day of September immediately following the attainment of such age; provided, that upon the written request of the Employee and upon certification of the Employer, in exceptional cases and for substantial cause, such retirement shall be deferred for a period not to exceed one year at any one time."

Any faculty members who wish to take advantage of the provisions which permit retirement before the mandatory age of sixty-eight (68) should immediately notify Dr. Charles D. Tenney, Administrative Assistant to the President.

* * * *

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

Vol. XIII No. 10 FACULTY BULLETIN May 26, 1947

Issued from the Office of Chester F. Lay, President

HONOR'S DAY

* * * *

MEMORIAL DAY

* * * *

SPECIAL CREDIT EXAMINATIONS

* * * *

FACULTY GOLF

* * * *

MISPLACED TYPEWRITERS

* * * *

FINAL EXAMINATIONS SCHEDULE

* * * *
* *
*

HONOR'S DAY

Each of the Department Chairmen is requested to designate a member of his Department to march in academic dress in the Processional of the annual Honor's Day program, which will be held in Shryock Auditorium at ten o'clock Thursday morning, May 29th. The academic Deans are also requested to march in the Processional. The group is requested to report at the Old Science Gymnasium at 9:40 o'clock.

Mr. E. G. Lentz will be the speaker of the occasion.

Immediately following the program, there will be a reception in Anthony Hall for the parents of honor students, at which the Student Council, the honor students, members of the Scholarship, Standards, and Honors Committee, and any faculty members who do not have eleven o'clock classes should be present.

All faculty members are urged to lend their support to our recognition of high scholarship not only by requesting their students to attend the Honor's Day program, but by being present themselves.

* * * *

MEMORIAL DAY

There will be no classes on Memorial Day, Friday, May 30, 1947. Friday's classes will meet on Thursday, May 29th, and Thursday's classes will be dismissed. The reason for this arrangement, which was recommended by the Council Advisory to the President, is that Friday classes have already been dismissed on two occasions this term. Note that the shift does not cover ten o'clock classes, which will be dismissed because of the Honor's Day program announced above.

Other offices and employees are free on Friday in conformity with the Proclamation of the Governor.

* * * *

SPECIAL CREDIT EXAMINATIONS

The following notice has been submitted by the Committee on Special Credit Examinations of which the members are Miss Marjorie Shank, Chairman, Dean Marshall S. Hiskey, and Dr. Douglas E. Lawson. Faculty members are requested to comply with these instructions and to pass on the information to students who request examinations for special credit:

"The attention of faculty members is called to the regulations governing the administration of the special credit examinations. <u>All examinations for special credit must be approved by the Committee on Special Credit Examinations</u>.

SPECIAL CREDIT EXAMINATIONS
(Continued)

"The examinations are given under the direction of Dr. Marshall S. Hiskey, Acting Dean of Men, who handles them in his office or by special arrangement with instructors.

"For those subjects in which the Committee does not have a special examination already approved by the Department, a request will be submitted to the Department for such an examination and they will also be asked to evaluate the examination and to report their grade or recommendation to the Committee. The Committee then makes the report to the Registrar. Individual faculty members and Department Chairman do not give students permission to take these examinations.

"Students wishing to take such examinations should do the following:

1. Secure the proper forms from the Office of the Dean of Men.

2. Obtain the approval of the Dean of the College, and Chairman of the Department.

3. Return the form to the Office of the Dean of Men, and secure forms for payment of fees (such fees must be paid before the Committee will approve the examination).

4. Pay the fee at the Business Office, and return the receipt to the Office of the Dean of Men.

"These special credit examinations are given the 2nd and 4th weeks of each month. The Committee meets on Fridays of the 1st and 3rd weeks of the month to approve requests for examinations. When approval has been granted, the Committee will advise the Department (or Instructor) by letter that the candidate is eligible. Please help the Committee to maintain standards and to keep the procedure uniform."

* * * *

FACULTY GOLF

Mr. Miles reports that he has received the following letter from Dr. F. A. Beu, President of Western Illinois State Teachers College:

"Mr. L. W. Miller and I are trying to obtain the necessary information to hold a four-way golf match between Carbondale, Charleston, Macomb, and Normal on June 21, June 28, or July 12. Normal would like to have the meeting either on June 28, or July 12.

"Kindly indicate your preference and the number of men you think will wish to play under the following conditions: Each person will pay for his

FACULTY GOLF
(Continued)

own transportation, meals, and green fees. Each college should furnish from four to six golf balls as prizes for the match.

"The tournament will probably start about 8:30 or 9:00 a.m., and will be held either at Decatur or, if arrangements cannot be made there, at or near Normal.

"An early reply will be appreciated in order that the arrangements for the golf match and dinner may be made as soon as possible."

If any members of the faculty are interested in this proposed golf match, please notify Mr. Miles indicating whether or not you wish to participate and, if so, the date and place you recommend.

Mr. Miles requests that notice be given to him not later than Wednesday, May 28, 1947.

* * * *

MISPLACED TYPEWRITERS

Mr. Van A. Buboltz, Assistant Professor of Business, is trying to locate the following typewriters:

Underwood	No. 4003589
Underwood	No. 3645274
Royal	No. KH-1819348
L. C. Smith	No. 11/1495811

A Royal typewriter is also reported missing from the English office.

Anyone who has information concerning these machines should notify Mr. Buboltz and Miss Bowyer respectively.

* * * *

SPRING TERM EXAMINATIONS

Attached is a copy of the examination schedule for the spring term, approved upon recommendation of the Advisory Council to the President.

* * * *

FINAL EXAMINATIONS SCHEDULE

Spring, 1947

Monday, June 9, 1947

8 o'clock classes ..... 8:00 - 10:00

Baccalaureate 10:30

1 o'clock classes 2:00

Tuesday, June 10, 1947

9 o'clock classes 8:00
*History 103 .....11:00
2 o'clock classes 2:00

Wednesday, June 11, 1947

10 o'clock classes 8:00
12 o'clock classes 11:00
3 o'clock classes 2:00

Thursday, June 12, 1947

11 o'clock classes 8:00
4 o'clock classes 11:00

*All beginning students in the Department.

All examinations will begin at the hours scheduled above and will run for two clock hours, except for classes that meet only two hours a week. Examinations for these will begin at the end of the two-hour examinations and will run for one clock hour. This arrangement is necessary to dovetail three and two-hour courses that meet at the same period.

FACULTY BULLETIN

Issued from Office of the President
Chester F. Lay
Charles D. Tenney, Administrative Assistant

* *

Vol. XIII No. 11 June 23, 1947

BULLETIN BOARDS

* * * *

EMPLOYMENT OF NON-ACADEMIC PERSONNEL

* * * *

WITHHOLDING EXEMPTION CERTIFICATES

* * * *

ALL-FACULTY PICNIC

* * * *

TOURS BY TRAIN

* * * *

ADDRESS ON KOREA

* * * *

PSYCHOLOGICAL CLINIC

* * * *

ROTARY SCHOLARSHIP STUDENT

* * * *

ADDITIONS TO THE STAFF

* * * *
* *
*

* *

SOUTHERN ILLINOIS NORMAL UNIVERSITY

CARBONDALE, ILLINOIS

BULLETIN BOARDS

As noted in the Faculty Bulletin of May 20, 1947, the Physical Plant has been requested to keep all general bulletin boards free of outdated notices, and Department Chairmen have been asked to inspect their own bulletin boards and tear down notices no longer needed.

In order to avoid any confusion in this matter, we requested chairmen to report the location of bulletin boards operated by their Departments to Dr. Charles D. Tenney, Administrative Assistant to the President. Will all Department Chairmen who have not yet done so please provide us this week with descriptions of their bulletin boards?

* * * *

EMPLOYMENT OF NON-ACADEMIC PERSONNEL

At the request of the Business Office, the following notice is included:

"Employees Payroll covering services rendered during June, 1947, has now been prepared and is ready for mailing. Inasmuch as the present biennium ends June 30 and the services for employees working in June cannot be paid for on vouchers issued in July, it will not be possible for us to add any employees to our staff during the remainder of June. Employees who are now on requisition or taking physical examinations may begin work July 1, 1947. The reason for this, of course, is that services applicable to June, 1947, must be paid from the appropriations of the present biennium and cannot be paid from the new appropriations which become effective July 1, 1947."

* * * *

WITHHOLDING EXEMPTION CERTIFICATES

The Business Office submits the following important reminder:

"Faculty members are reminded of the need of filing new Federal Withholding Exemption Certificates in the Business Office not later than 4:30 PM, Monday, June 30, 1947, in case there has been any change in their tax status since the filing of their last certificate."

* * * *

ALL-FACULTY PICNIC

Miss Lucy K. Woody, Chairman of the University Staff Social Committee, calls attention to the invitations being issued for an All-Faculty picnic to be held at 5:30, Wednesday evening, June 25. She requests that members of the faculty consult the invitations for further details.

* * * *

TOURS BY TRAIN

The Illinois Central has kindly offered to give certain advantages to groups of students and faculty members at the University who wish to make trips by train to Chicago, St. Louis, and so forth. At the present time, it can offer these special arrangements:

1. For groups of 30 or more, a special coach.

2. For groups of 150 or more, a special train to go and come at the group's convenience.

3. Arrangement for bus transportation from the depot to museums, plants, etc., and for meals or box lunches, etc. These will result in some saving and will expedite the movement of a large group of people after they get to the city.

For further details, please consult Dean Henry J. Rehn.

* * * *

ADDRESS ON KOREA

Dr. Frank L. Eversull, formerly President of North Dakota State Agricultural College, who has for the past two years been in Korea on a United States Government educational assignment, will speak in the Little Theater at two o'clock, Tuesday afternoon, June 24th, on the topic, "I Rediscovered America in Korea". This is the first of a group of summer lectures sponsored by the University.

All members of the student body and faculty are welcome to hear Dr. Eversull's address. There will be no admission charge.

* * * *

PSYCHOLOGICAL CLINIC

The following notice has been submitted by Dr. Wellington A. Thalman, Director of the Child Guidance Clinic:

"The Summer Term Psychological Clinic in charge of the Child Guidance Clinic of the University and the Illinois Institute for Juvenile Research will be held on Wednesday and Thursday of June 25 and 26. Dr. Sophie Schroeder and Mrs. Eadith Morales from Chicago will serve as the consultants. The diagnostic studies are made in the morning and in the afternoon cases will be staffed and recommendations made. In addition to these staffings, there will be two special seminars, each scheduled for three o'clock on the afternoons of Wednesday and Thursday. This is the forty-sixth clinic to be held on this campus. All staffings and seminars will be held in Room 101, Main Building. Copies of the complete schedule will be found on the campus bulletin boards."

* * * *

ROTARY SCHOLARSHIP STUDENT

We are happy to welcome to our campus this year Mr. Jose Luis Reyes of Mexico City, who has come to us both as a Graduate Assistant in Foreign Languages and as the recipient of the Rotary Scholarship for the Summer Session. Mr. Reyes will teach Spanish Conversation and will talk to Rotary Clubs and other groups during the Summer Session.

* * * *

ADDITIONS TO THE STAFF

The following people have been added to our permanent staff, beginning with the current Summer Session:

Name	Title	Department	Address	Phone
Bolton, Cecil M.	Assistant Professor	Music	700 S. Forest	392-L
Cundall, Zella	Instructor	Wheeler Library	318 W. Pecan	978-K
Halfar, Arthur	Faculty Assistant	Registrar's Office	Chautauqua Street Veterans Housing Project, 1-B	- -
Johnson, Joseph K.	Professor	Sociology	606 W. Pecan	903-Y
Sewell, Doris	Faculty Assistant	Anthony Hall, Dean of Women	Anthony Hall	1162
Skinner, Theodore	Assistant Professor	Speech	710 S. Poplar	472-L

Following is a list of faculty members with special appointments to the Summer Session staff:

Name	Title	Department	Summer Address	Phone
Beck, Mary Elizabeth (Springfield, Illinois Public Schools)	Instructor	Music	408 W. Main	674-K
Clark, Maurice P. (Herrin Township High School)	Faculty Assistant	Government	613 N. 9th Herrin, Ill.	
Draper, N. W. (Carbondale Community High School)	Instructor	English	812 W. Walnut	76-X
Esworthy, Raymond W. (LaSalle-Peru High School & Junior College)	Assistant Professor	Business and Economics	310 S. Oakland	599-X

ADDITIONS TO THE STAFF (Continued)

Name	Title	Department	Summer Address	Phone
Fehrman, Clairbel (United Township High School, East Moline, Illinois)	Acting Director	Anthony Hall	Anthony Hall	1162
Harriss, Elbert E. (General Manager, Matanuska Valley Farmers Cooperative Association, Palmer, Alaska)	Assistant Professor	Education	503 W. Sycamore	
Hibbs, R. Paul (Township High School, DuQuoin, Illinois)	Instructor	Speech	DuQuoin, Illinois	
Ingalls, Edmund (Albion College, Michigan)	Assistant Professor	Mathematics	610 W. Main	36-L
Lindsey, Audry (University of Illinois)	Instructor	University High School	321 W. Walnut	75-X
Lingle, Fred K. (Township High School, Herrin, Illinois)	Instructor	English	608 S. 14th, Herrin, Illinois	7371
Luney, Kenneth D. (Assistant Director of Personnel of Panama Canal)	Associate Professor	Economics	Crab Orchard Tourist Court	Cy. 22F4
McNair, J. Stuart (Junior College in Balboa, Canal Zone)	Instructor	Mathematics	108 S. Poplar	179
Morgan, Esther M. (State Teachers College, Oneonta, New York)	Instructor	Physical Education	608 S. Illinois	576L-M
Parrish, Lucy (Carbondale Community High School)	Instructor	University High School	503 W. Freeman	35
Rafalko, Joseph S. (Triple Cities College of Syracuse University)	Associate Professor	Zoology	709 S. Illinois	582-X

ADDITIONS TO THE STAFF (Continued)

Name	Title	Department	Summer Address	Phone
Tebeau, C. W. (University of Miami)	Associate Professor	History	600 University	263-Y
Trobaugh, Robert Earl (LaSalle-Peru High School & Junior College)	Instructor	University High School	313 W. Harwood	357-X

* * * *

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President July 30, 1947

S P E C I A L A N N O U N C E M E N T

AUGUST COURSES

Please see the bulletin board on first floor of Old Science Building for announcement of August courses.

Charles D. Tenney
Administrative Assistant
to the President

CDT:aag

SOUTHERN
OFFICE OF THE PRESIDENT
RECEIVED JUL 30 1947
REFER
ACTION
FILE

SOUTHERN
OFFICE OF THE PRESIDENT
RECEIVED
REFER
ACTION
FILE

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President July 29, 1947

FINAL EXAMINATION SCHEDULE

Summer Session, 1947

Wednesday, August 6, 1947

*Sociology 101..... 2:00

Thursday, August 7, 1947

8 o'clock classes..... 8:00

9 o'clock classes.....11:00

10 o'clock classes..... 2:00

Friday, August 8, 1947

11 o'clock classes..... 8:00

12 o'clock classes.....11:00

1 o'clock classes..... 2:00

*All Sociology 101 classes.

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President July 29, 1947

S P E C I A L B U L L E T I N

LECTURE ON "INTERNATIONAL UNDERSTANDING"

The Department of Foreign Languages announces the presentation of a lecture by Senor Jose Luis Reyes, Rotary Club International Scholarship holder, on Wednesday evening, July 30th, at 7:30 o'clock in the Little Theater. Senor Reyes will speak in English on the topic "International Understanding".

Charles D. Tenney
Administrative Assistant
to the President

CDT:aag

SOUTHERN
OFFICE OF THE PRESIDENT
RECEIVED
JUL 29 1947

SOUTHERN ILLINOIS UNIVERSITY

July 28, 1947

To Fiscal Officers of Departmental Appropriations

Payment of Invoices of the 64th General Assembly

Appropriations of the 64th G. A. (July 1, 1945 to June 30, 1947) will lapse September 30, 1947, and all invoices covering deliveries on orders and contracts issued prior to July 1, 1947, must be vouchered and paid before that date; otherwise, they must be presented to the State Court of Claims for consideration.

In order that such invoices may be cleared through the several departments at Springfield and warrants issued by the Auditor of Public Accounts before September 30, it is necessary that invoices be vouchered from this University not later than September 15, 1947.

It is conceivable that some fiscal officers will be off-campus during the latter part of August and the early part of September. It is also conceivable that we shall receive many invoices for vouchering during this period. Since it is absolutely necessary that we voucher for payment all invoices applicable to the 64th G. A. appropriations just as quickly as possible after delivery of materials and services, will not those fiscal officers who expect to be off-campus any time between the close of the summer session and opening of the fall term please designate someone to approve invoices chargeable to their budget.

Needless to say, all invoices applicable to the 64th G. A. should be approved and returned just as soon after delivery as it is possible to return them. If we should fail to voucher any invoices in sufficient time for warrants to be issued before September 30, it will be necessary for some representative of this University to testify in a Court of Claims as to whether or not payment of such invoices should be made and give cause as to why payment was not made prior to September 30, 1947. I am afraid that the only plea which would be open to the University in such a case would be one of delay and negligence.

The Business Office will, therefore, appreciate very much your cooperation in assisting us to clear for payment all such invoices.

Edw. V. Miles, Jr.
Business Manager

SOUTHERN
OFFICE OF THE PRESIDENT
RECEIVED
REF
ACTION
FILE

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President July 25, 1947

SPECIAL BULLETIN

ADDRESS ON CONTEMPORARY ENGLISH EDUCATION

The Entertainment Committee announces that Miss Edith C. Batho, Principal of Royal Holloway College of the University of London, will speak Tuesday evening, July 29th, at eight o'clock in the Little Theater. Her topic will be "Present Problems in Higher Education in England". Following her lecture, the members of the American Association of University Women will hold a reception.

Miss Batho, who is a noted specialist in contemporary literature, will also address a number of English classes at eight o'clock Wednesday morning, July 30th, in the Little Theater.

Everyone is cordially invited. It will be appreciated if members of the faculty will not only plan to attend one or both of these programs, but also will urge upon their students the desirability of taking advantage of Miss Batho's presence on the campus.

Charles D. Tenney
Administrative Assistant
to the President

CDT:aag

SOUTHERN ILLINOIS UNIVERSITY

Office of the President July 21, 1947

NOTICE TO THE FACULTY

Will you please make the following announcement to each of your classes?

"The nationally famous Capital University Chapel Choir under the direction of Mr. Ellis E. Snyder will give a popular concert in Shryock Auditorium on Thursday evening, July 24, at 8 o'clock. There will be no admission charge."

Charles D. Tenney
Director of Summer Session

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

SOUTHERN
OFFICE OF THE PRESIDENT
RECEIVED JUL 15 1947
REF July 15, 1947
ACTION
FILE

Office of the President

SPECIAL BULLETIN

SUMMER LECTURES

There will be two public addresses of interest to faculty members, students, and friends of the University, on the campus this week:

"CURRENT PROBLEMS IN THE ARAB MIDDLE EAST"

Dr. P. Merville Larson, Chairman of the Entertainment Committee, announces that Mrs. Alice Kandaleft Cosma, representative of the Syrian Government on the Status of Women Commission of the United Nations, will be presented in a lecture Thursday evening, July 17, at eight o'clock in Shryock Auditorium. Her lecture, on the subject, "Current Problems in the Arab Middle East", will be open to the public. Founder and president of the Arab Women's National League, in 1945 she organized and became chairman of the Arab Women's Congress for the Defense of Palestine. She was the only woman to testify before the Anglo-American Committee on Palestine in 1946.

"ATOMIC ENERGY"

Mrs. Mary Louise Barnes, President of the Jackson County League of Women Voters, announces that there will be a lecture, followed by an open forum, on the subject of "Atomic Energy" by Mrs. Eugene Pharis in Main 101, Tuesday evening, July 15, at 7:30 PM. Mrs. Eugene Pharis, Chairman of International Relations of the League of Women Voters of Illinois, has been a student of International affairs for many years. She has served as a member of a special United Nations Panel of the League of Women Voters of the United States to help promote public understanding of the proposals of the United Nations. She helped organize the local League of Women Voters in Belleville, Illinois, and served for several years as its foreign policy chairman.

Attention is also called to the forthcoming talk by Senor Jose Luis Reyes on Wednesday evening, July 30th, at 7:30 o'clock in the Little Theater, under the auspices of the Foreign Language Department. Senor Reyes will speak in English on the topic, "International Understanding".

Charles D. Tenney
Administrative Assistant
to the President

CDT:aag

We shall appreciate it if faculty members will at the earliest possible moment read the following important notice to their students.

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President July 10, 1947

August Courses, 1947

There will be a limited number of courses offered from August 11 to September 5 inclusive. Because of restricted staff, only extreme hardship cases can be accommodated. Any student who must have such a course should report to the Dean of his College before July 15, and fill out an application form. If his reasons are acceptable and if the course he desires can be offered, he will be notified soon thereafter.

Charles D. Tenney
Administrative Assistant
to the President

CDT:aag

o

RECEIVED
JUL 8 1947
S. I. N. U.
PRESIDENT'S
OFFICE

ATTENTION!

Would you please read this announcement in your classes?

Wednesday July 9 the Egyptian Theatre Guild will make its first appearance in Carbondale. The Guild is presenting three one-act plays in Carbondale Community High School auditorium at 8;00 P. M. Two comedies and one drama.

The Guild consists of our own University students and we want to back them in their first attempt of summer productions.

"Ladies Alone" comedy
"If Men Played Cards As Women Do" comedy
"The Valiant" Dramatic
All award winning plays

Wednesday July 9 at 8;00 P. M. C. C. H. S. Auditorium
Tickets can be obtained at the door, Business Office, Varsity Drug Store or from any Guild member.

SOUTHERN
OFFICE OF THE PRESIDENT
RECEIVED JUL 9 1947

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President July 9, 1947

EDUCATIONAL MATERIALS EXHIBIT

Members of the faculty are urged to call to the attention of their students the exhibits on display in the Gymnasium in Old Science Building today and tomorrow morning. Representatives of fifty-two textbooks and school supply companies are displaying the latest educational materials.

Mr. J. Ward Dillow, who is in charge of arrangements, states that the exhibit will not be open tonight as previously announced.

Charles D. Tenney
Administrative Assistant
to the President

CDT:aag

July 8, 1947

Dear Faculty Member:

Please read the following notice in your Wednesday classes:

The regular battery of tests administered to freshman students will be given Thursday, July 10th, beginning at 8:15 a.m. All students who have not had the tests heretofore will take them at this time and thus avoid having to return early in September. These students will be excused from Thursday morning classes.

RECEIVED
JUL 9 1947
N. U.
STUDENT'S
OFFICE

Sincerely,

MARSHALL S. HISKEY
Dean of Men

MSH:BB

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 30, 1947

SPECIAL BULLETIN

We have received a call for help on the levees. All men who can work tonight are urged to report to Dean Hiskey's Office immediately to volunteer and receive instructions. The services of these workers are paid for at the rate of seventy-five cents an hour, but more important is the fact that help is desparately needed.

Please report to Dean Hiskey at the earliest possible moment.

Charles D. Tenney
Administrative Assistant
to the President

CDT:aag

SOUTHERN
OFFICE OF THE PRESIDENT
RECEIVED JUL 1 1947
REFER
ACTION

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the President June 30, 1947

SPECIAL BULLETIN

Effective immediately all letters and other University forms mailed from the campus should have the word Normal crossed out of the title of the school, preferably in red. In the period while we are replacing present letterheads and forms, we feel that it is desirable to call everyone's attention to the fact that Southern is in name as well as in status not a Normal School but a University.

Chester F. Lay

President

CFL:T:aag

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

Office of the President June 28, 1947

PROCTOR MARIONETTE SHOW

Please read the following announcement to your classes Monday, June 30:

"The Proctor Marionette Show will present a performance Monday night, June 30th; at 8:00 P.M., in Shryock Auditorium. Admission is free. A special performance for children will be presented at 10:00 A.M. At other hours during the day, a marionette workshop will be conducted on the Shryock Auditorium stage. The arrangements for this program have been made by the University Entertainment Committee."

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

Child Guidance Clinic--Schedule for Summer Term--1947

June 25 and 26

The Child Guidance Clinic and the Illinois Institute for Juvenile Research conduct a two-day psychological clinic on the College Campus June 25 and 26. The Chicago staff will be represented by Dr. Sophie Schroeder, psychiatrist, and Mrs. Eadith Morales, social worker.

Major emphasis is placed upon teacher training, and the program also includes the examining and studying of individual children.

Wednesday June 25

A.M.	
9:00-12:00	Case studies 1 and 2--Examined by members of the professional staff.
P.M.	
1:00-1:50	Staffing of Case 1
2:00-2:50	Staffing of Case 2
3:00-3:50	Seminar I. This will be an open forum with Mrs. Eadith Morales, psychiatric social worker, serving as consultant. The topic for discussion is: Counselling Resources in Schools and Colleges.

Thursday June 26

A.M.	
9:00-12:00	Case studies 3 and 4--Examined by members of the professional staff.
P.M.	
1:00-1:50	Staffing of Case 3
2:00-2:50	Staffing of Case 4
3:00-3:50	Seminar II. This discussion will deal with the Psychological and Cultural Backgrounds as Related to the Choice of a Vocation or Profession. The seminar will be directed by Dr. Sophie Schoreder, psychiatrist..

All staffings and seminars will be held in Room 101, Main Building, and will be open to all students and to faculty members.

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Carbondale, Illinois

Office of the President June 24, 1947

SPECIAL INTEREST LECTURE TODAY

We shall appreciate it if all faculty members will remind students in their classes of the special interest lecture in the Little Theater at two o'clock this (Tuesday) afternoon.

The speaker is Dr. Frank L. Eversull, lecturer, traveler, and one-time president of North Dakota Agricultural College. He has recently returned from a United States Government educational assignment in Korea, and will talk on "Korea Today". He has a reputation as an interesting, forceful, and well-informed speaker.

Charles D. Tenney
Administrative Assistant
to the President

CDT:aag

SF3
F1
v. 13
cop. 2